

**CLASS TITLE: CHIEF OF LEGAL SERVICES**

**Class Code: 02991700**  
**Pay Grade: 39A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To serve as the chief legal officer for a state department or agency with responsibility for directing the work of a staff engaged in providing legal advice and services; to participate in the formulating of overall policy and to draft statements of such policies; to provide legal assistance to officials as required in the execution of their responsibilities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative; work is reviewed for results obtained and conformance to established policies, provisions of laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and directs the work of a staff composed of legal as well as stenographic positions; reviews work in progress or upon completion for proficiency and conformance to law, rules and regulations.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as chief legal officer for a state department or agency with responsibility for directing the work of a staff engaged in providing legal advice and services.

To participate in the formulation of overall policy and draft statements of such policies.

To provide legal assistance to officials as required in the execution of their responsibilities.

To be responsible for the work of a staff engaged in:

providing legal opinions to agency staff personnel; preparing draft material for proposed amendments to the acts administered by department or agency; and

drafting rules and regulations concerning the provisions of such acts; developing manuals of precedents based upon policy statements for the guidance of all individuals making decisions under such acts; preparing legal guides on specific matters for agency personnel; and developing and planning a legislative program.

To prosecute cases before federal and state courts.

To participate in the formulation and effectuation of overall legal policy; to be responsible for the planning and programming of divisional activities; and to coordinate legal services with overall departmental or agency functions.

To represent the Director as required.

To supervise and conduct administrative adjudication proceedings and various hearings, together with subsequent judicial enforcement actions as necessary.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the provisions of the Rhode Island General Laws administered by the department; the ability to interpret the provisions of such laws and to prepare opinions relating thereto for the use in the administration of the functions of the department; the ability to prepare or direct the preparation of briefs, rulings and miscellaneous legal

documents; the ability to draft rules and regulations having the force and effect of law while remaining consistent with the purpose and provisions of the law; the ability to exercise independent judgement in making decisions in unusual cases involving legal matters; the ability to plan, organize, coordinate and direct the work of a staff of workers including attorneys engaged in handling departmental matters of a legal nature ; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules, regulations, policies and decisions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Revised: December 22, 1985

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